MABLE USER MANUAL

JULY, 2015

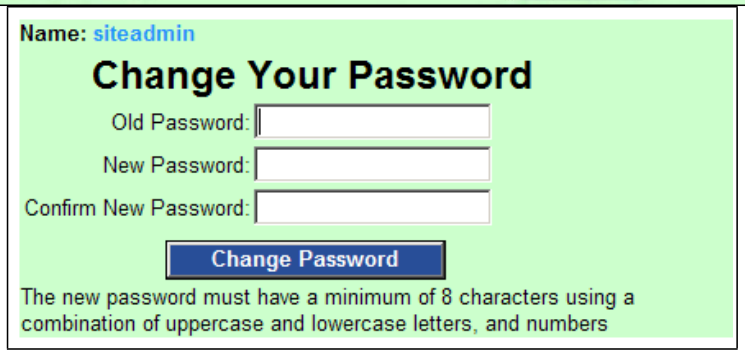
opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

MABLE USER MANUAL – JULY 2015

Setting up an account and changing your password

If you will be doing data entry in MABLE as a site administrator, the OPI security administrator will set up your account, assigning you a user name and giving you rights to specific sites. Contact Carol Flynn to get started. MABLE will generate a password for you to use for logging in the first time. The assigned password is not user friendly; you should copy and paste it rather than trying to type it in the first time you log in. You will want to change that password as soon as you log in. Choose Change Password from the Help menu.


Name: siteadmin
Change Your Password
Old Password:
New Password:
Confirm New Password:
Change Password
The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers

Paste the password you received into the Old Password field and then type in your new password twice. Click Change Password.

Because you are logging into a state network, you will be forced to change your password every 60 days. On login, you will be directed to the above screen where you will make the change. Once the password has been changed successfully, you will be allowed to continue into MABLE.

You can change your password more often if you like by returning to Help>Change Password. If you suspect your password has been compromised, you should change it immediately.

*****Remember that MABLE contains confidential student information, and you are required to treat it responsibly. For example: don't write your password on a piece of paper and 'hide' it somewhere on your desk. When you step away from your computer, you should lock the screen so no one can access it in your absence.**

Setting up Instructor Accounts

All accounts are now created by our Security administrator. Contact Carol Flynn to have an account set up. She will assign the instructor to the appropriate site(s).

Personnel Maintenance

It is necessary to create records for paid and unpaid personnel at the site; this information is reported on NRS Table 7.

1. The ABLE Hire Date must be on or before any active Assignment start dates. Mable will not save any changes to the Personnel Data page until you resolve inconsistencies between hire date and assignment start dates.
2. Employment Status should reflect the total amount of time for which the employee is paid, regardless of how many assignments his/her time is divided across. For people with several part-time assignments, this field might say part-time (based on our old data) when in fact the person is working a combined total of 30 or more hours per week. In that case, you should change it to full-time.
3. The Assignments page should reflect current assignments only. Please check all assignments in each person's Active Assignments dropdown list to make sure they are still current. Enter the end date for any assignment that is no longer being performed or call Carol Flynn.
4. If someone has left your program entirely, you should end date all of his/her assignments. Once the assignments are all end dated, the person will no longer show up in your active personnel list. If you have questions contact Carol Flynn.
5. Be sure to include ALL employees of the program administered under the Adult Education State Plan who are being paid out of Federal, State, and/or local education funds.

Instructors can enter and update their own information.

As with entering students, adding personnel records is a two-step or three-step process, depending on whether the person is an instructor.

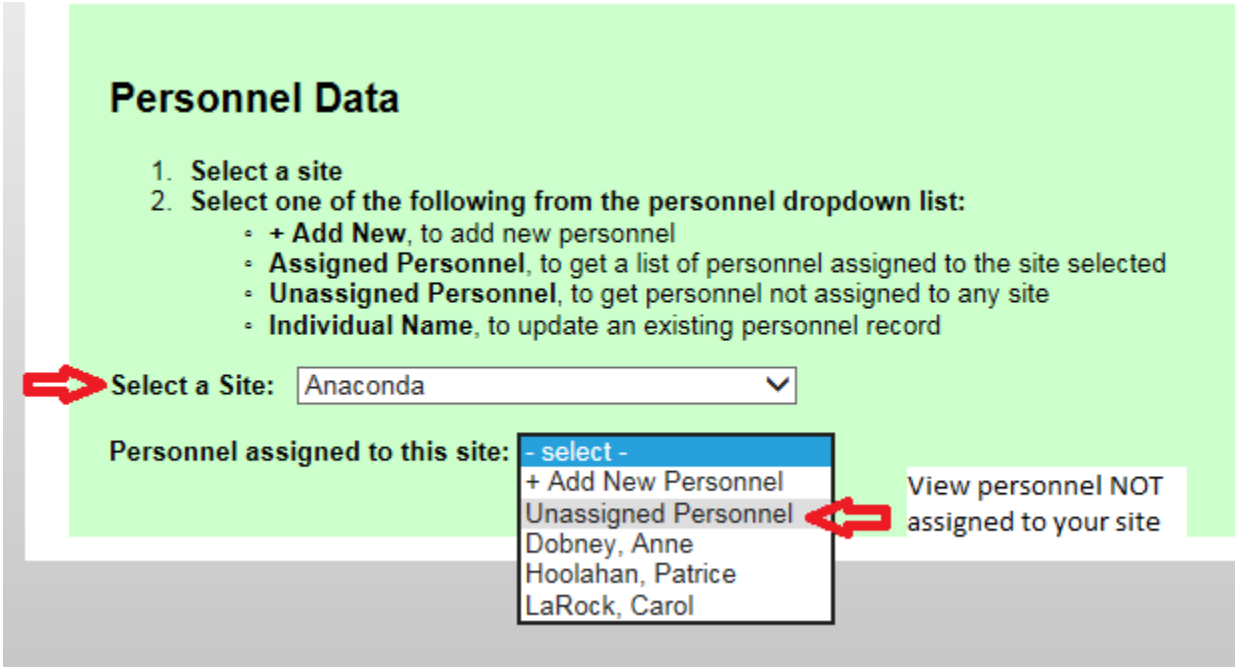
1. First you create a record for the person on the Personnel Data page, including email, phone numbers, certificate information, hire date and full/part time status
    a. If a person leaves your program, you can have the OPI end date that person's record, but it isn't necessary as long as you end date all of the assignments.
2. Second you assign the person to whichever sites or satellites are appropriate.
    a. Each assignment will have a start date, job description and location.
    b. The end date will be blank until the person leaves that assignment.
3. For instructors, you will also associate that person to whatever classes she/he is teaching. This is done on the Class Maintenance screen. (See section following Professional Development)

PERSONNEL DATA

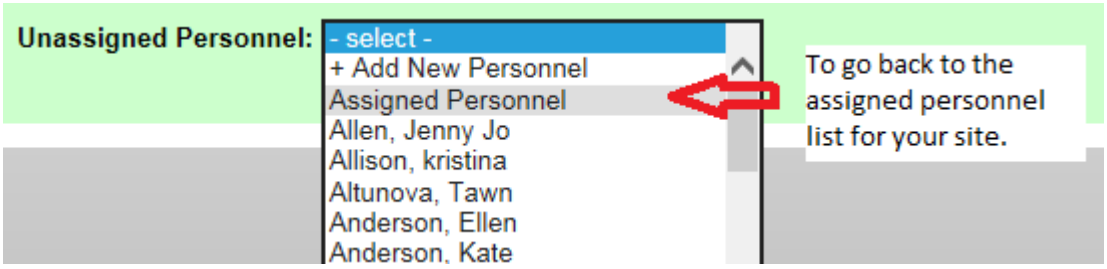
Choose Personnel>Personnel Maintenance to maintain personnel data.

Select your site from the 'select a site' drop-down menu if it is not selected already. Select the person you wish to view from the 'Personnel assigned to this site:' drop-down.

If the person you want to view is NOT assigned to your site, you can select 'Unassigned Personnel' from the 'Personnel assigned to this site' drop-down to view unassigned personnel.


Personnel Data
1. Select a site
2. Select one of the following from the personnel dropdown list:
◦ + Add New, to add new personnel
◦ Assigned Personnel, to get a list of personnel assigned to the site selected
◦ Unassigned Personnel, to get personnel not assigned to any site
◦ Individual Name, to update an existing personnel record
Select a Site: Anaconda
Personnel assigned to this site: - select -
+ Add New Personnel
Unassigned Personnel
Dobney, Anne
Hoolahan, Patrice
LaRock, Carol
View personnel NOT assigned to your site

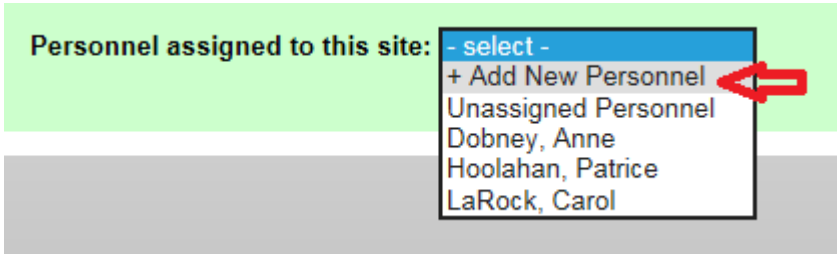
When you select 'Unassigned Personnel' from the drop down list the drop-down menu will change from 'Personnel assigned to this site:' to 'Unassigned Personnel' (see below). The Unassigned Personnel list includes everyone who has a record in the state but who does not have a current assignment at any site. Select a person from this list, or select Assigned Personnel near the top of the list to return to a list of people assigned to your site.



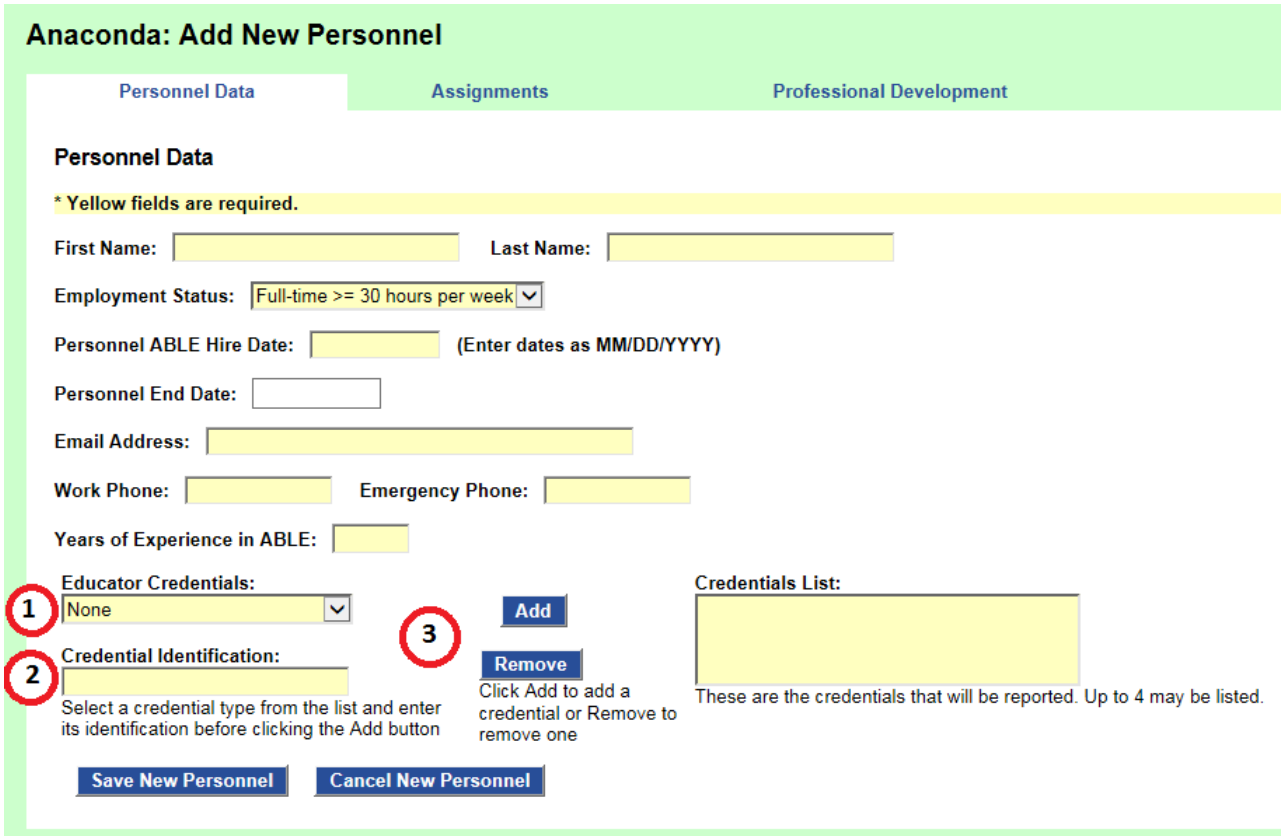
MABLE USER MANUAL – JULY 2015

Add a new person:

To add new personnel, select '+ Add New Personnel' from either the assigned or unassigned drop down lists.



After selecting '+ Add New Personnel', you will see the Personnel data tab. Enter the employees personnel information. Yellow fields are required.



Adding Educator Credentials:

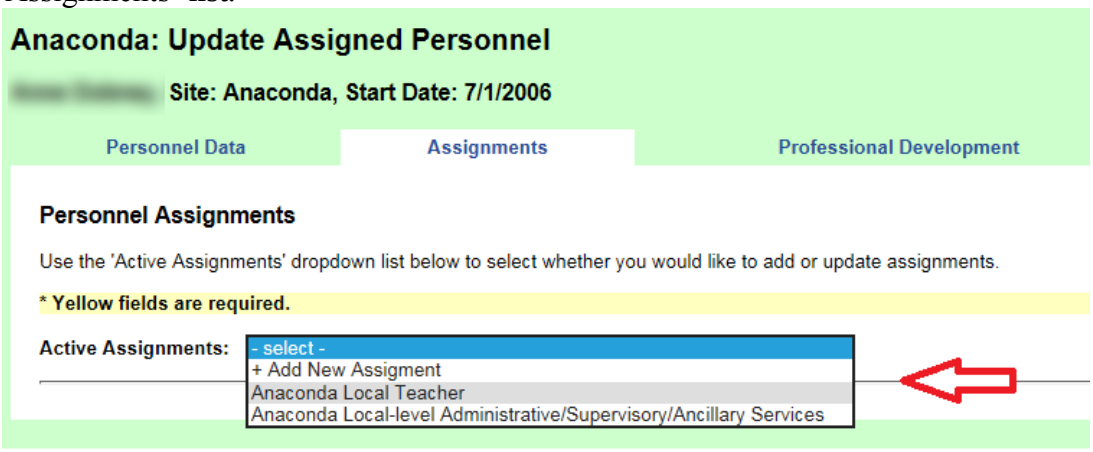
1. To add educator credential information for a person, choose an educator credential from the list.
    a. If there are no credentials to report, click on None in the dropdown list, and click Add (step 3 above).
2. Fill in credential identification number. For K-12 certificates from Montana, this will be the Folio id number.
3. Click Add to add this credential to the person's list on the right of the page.
    a. You must enter the credential id info before clicking the Add button.

- To Remove a credential, select it from the box on the right and click Remove.
- Repeat the process for all credentials in the list held by this person.
    - A person can have up to one each of the listed educator credentials.
    - We are only collecting counts of people with the listed credentials.
- When all fields are complete, click Save New Personnel.

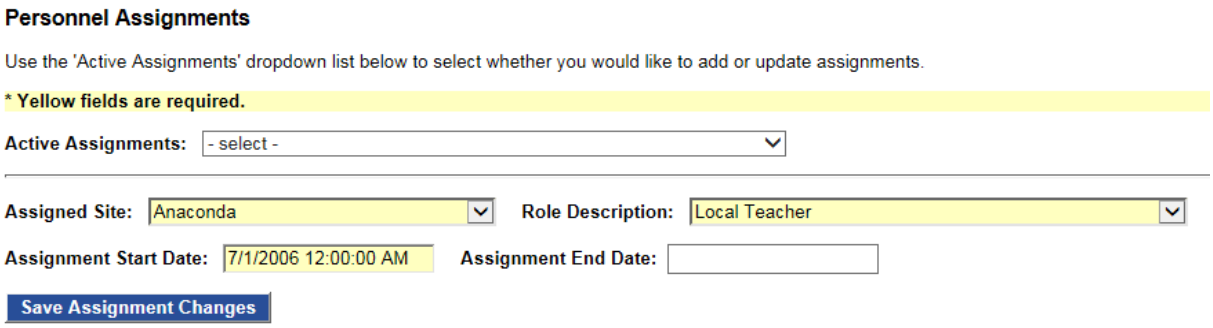
NOTE: If the person has none of the credentials in the dropdown list, you MUST choose None. You must have something in the Credential List box on the right, or the data you have entered will not save.

ASSIGNMENTS

Once the person's record has been saved, click on the Assignments tab to manage assignments. On this screen you can add new assignments or edit existing ones. Current active assignments for this person will be listed in a dropdown 'Active Assignments' list.


Anaconda: Update Assigned Personnel
Site: Anaconda, Start Date: 7/1/2006
Personnel Data
Assignments
Professional Development
Personnel Assignments
Use the 'Active Assignments' dropdown list below to select whether you would like to add or update assignments.
* Yellow fields are required.
Active Assignments:
- select -
+ Add New Assigment
Anaconda Local Teacher
Anaconda Local-level Administrative/Supervisory/Ancillary Services

To edit an assignment select it from the 'Active Assignments' list.

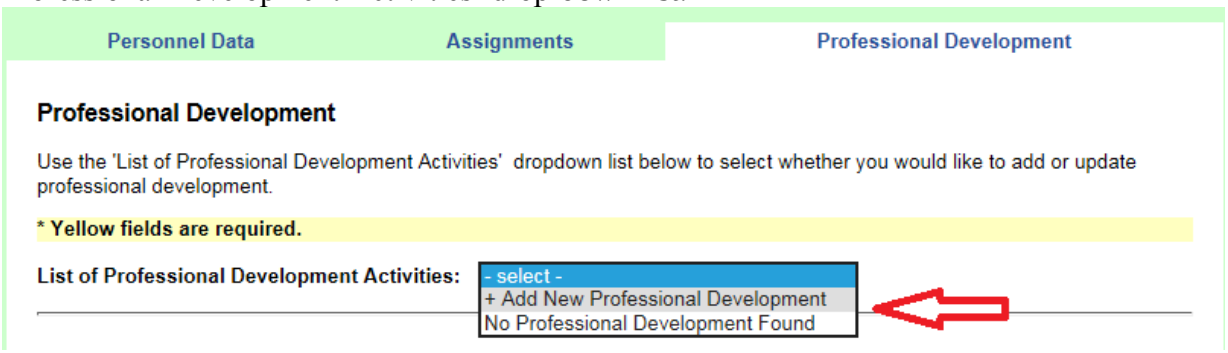

Personnel Assignments
Use the 'Active Assignments' dropdown list below to select whether you would like to add or update assignments.
* Yellow fields are required.
Active Assignments: - select -
Assigned Site: Anaconda
Role Description: Local Teacher
Assignment Start Date: 7/1/2006 12:00:00 AM
Assignment End Date:
Save Assignment Changes

- Select a site from the 'Assigned Site:' list.
- Select a role description, from the 'Role Description' list.
- Enter the assignment start date (this date must be on or after the ABLE Start Date)
- Click 'Save New Assignment Changes'.

The new assignment now appears in the Active Assignments list.
To add a new assignment, select '+ Add New Assignment' from the Active Assignments list, enter the above information, save.

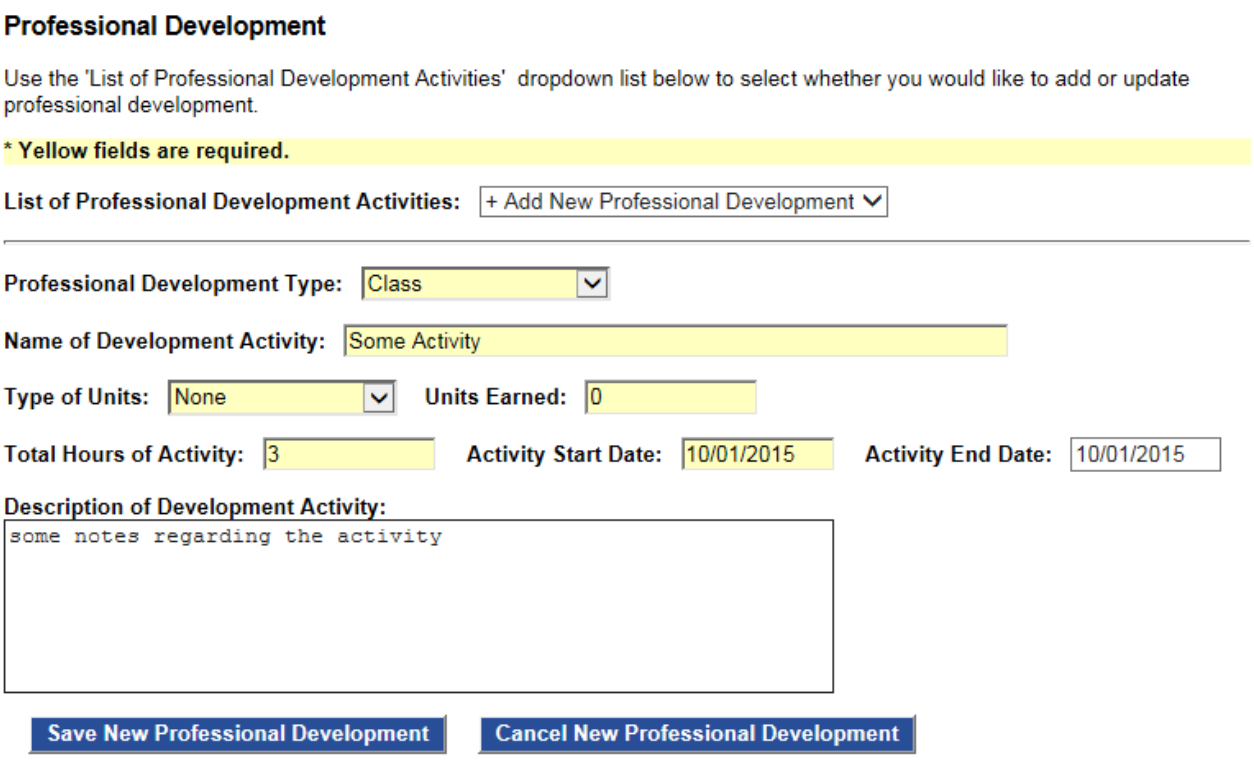
PROFESSIONAL DEVELOPMENT (Optional)
All Professional Development (PD) activities can be recorded in Mable. Select any person on the Personnel Maintenance page and click the Professional Development tab to access the PD form. Most important is to document NRS/data trainings.

Existing professional development activities for this person will be listed in the 'List of Professional Development Activities' drop-down list.


Personnel Data
Assignments
Professional Development
Professional Development
Use the 'List of Professional Development Activities' dropdown list below to select whether you would like to add or update professional development.
* Yellow fields are required.
List of Professional Development Activities:
- select -
+ Add New Professional Development
No Professional Development Found

To edit a professional development record, select the record from this list. Make the appropriate changes and click 'Save Professional Development Changes'.

To add and new record, select '+ Add New Professional Development' and fill in the form fields.



- Select an activity type from the list
- Enter the name/title of the activity/event
- Select the type of professional development or continuing education units, if any,

that were awarded.

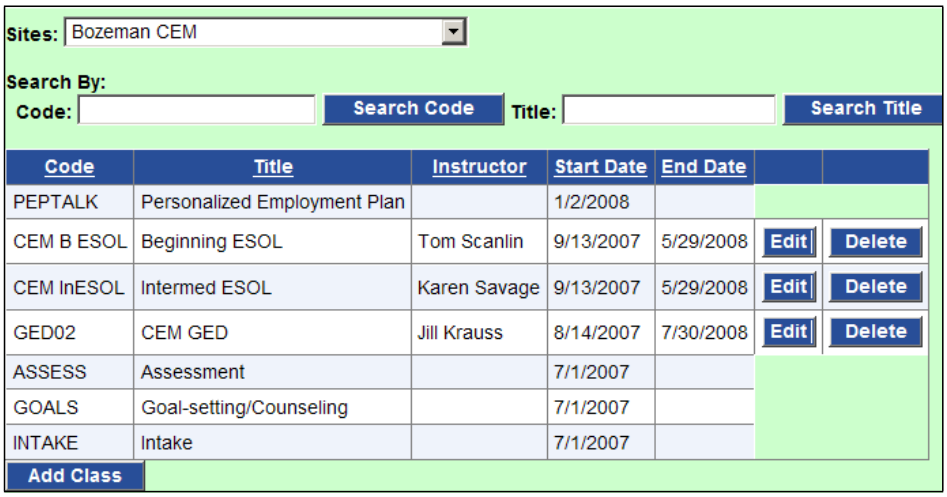
- Enter the number of units earned
- Enter the total number of hours of the activity
- Enter the activity start date (required) and end date (optional).
- The description box (optional) allows you to enter more information about this activity that you might find helpful. You can copy and paste into this box; for example, a conference agenda or class synopsis.
- Click Save New Professional Development.
- The Activity will now display in the first field on this page.

Yellow fields are required. Click 'Save New Professional Development'.

Class Maintenance

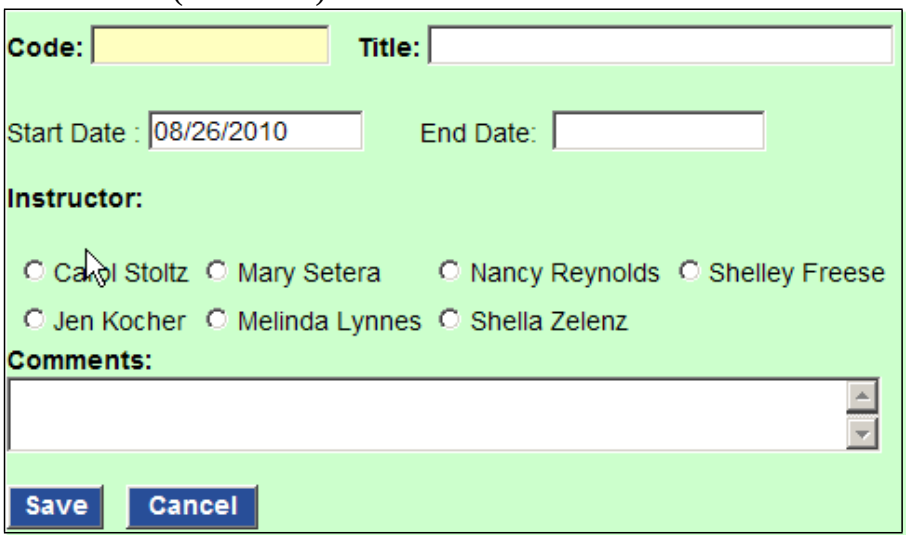
Attendance is collected by class, so you need to create a record for each class offered at your site. In addition to the classes you set up, MABLE creates default classes for Assessment, Goal-setting and Intake. All programs will also have distance learning classes in their lists.

Each class has a Code, Title, Instructor, Start Date, and if applicable an End Date.
To edit an existing class or create a new class choose Administration>Class Maintenance.



- You can sort the class list by clicking on any of the column headers.
- Search the list by Code or Title by typing in the box at the top of the list and clicking the Search button.
- To Edit or Delete a class, choose the appropriate button next to that class.
    - You will not be allowed to delete a class if there are attendance hours attached to that class.
- Add Class
    - Before creating a new class, you can use the Search feature to determine whether the class already exists. This is particularly helpful if you have many pages of classes.

Add a Class (Continued)



- Code is required – limited to 10 characters.
- Title is optional, but is generally a more thorough description of the class
- **Preface the Title with BR if the class is a 'Bridge' class – a class specifically designed for transitioning to a postsecondary institution**.
    - If your program doesn't offer a specific course just for transitioning to postsecondary, you do NOT need to create such a class.
- Choose the start date for the class
- Select the name of the instructor who will be teaching the class.
- One instructor must be assigned to each class.
    - The class lists on the attendance pages will now display the class name and the name of the instructor assigned to that class.
- The Comment field is optional and was included for your benefit, in case you want to include additional notes about a class. Include any comments that will be useful for you.
- Click Save

If a new instructor starts teaching an existing class, DO NOT just edit the name of the teacher for that class. If you do, all historical data will be altered to include the new teacher's name. Instead, end-date the class with the old instructor name and create a new class, assigning the new instructor.

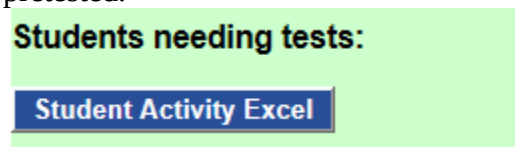
The Site Summary page

This is the MABLE Home page. The information shown here is designed to give you an at-a-glance look at students who might need attention.
You will be able to choose which of your sites to view from the dropdown list. In most cases, there is only one site.

- Any current messages from the state director are displayed first. Check here for news about updates and changes in MABLE.
- OPI will separate inactive students weekly. Students will be separated the day after their last date of last activity, if they have had no activity for more than 90 days..

By clicking on the 'Last Activity for All Students' button, you can create a spreadsheet report that shows the last activity date for all active students at your site.

- The middle section displays students who are eligible to test. This includes students with more than 60 hours and no post-test, those that need to be pretested.



The 'Student Activity Excel' button creates a list of all active students at the site, along with any testing status message, instructional hours and last assessment date.

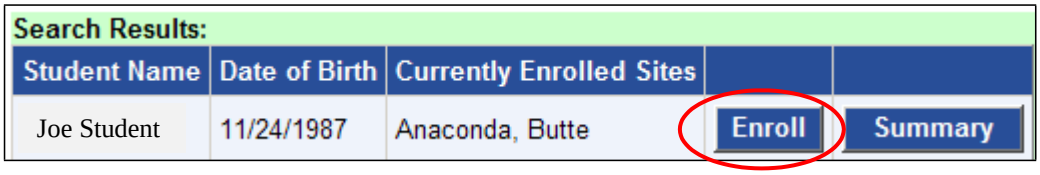
- The final section shows students who have not selected a goal for this program year. It is not required for a student to select a goal. Starting in the 2012-13 program year, we will no longer be reporting counts of students with self-selected goals to the NRS. However, goal setting is an important part of the student intake process and helps inform instruction.

Creating a student record

- Each student is entered into the MABLE database just once, but he can be enrolled at multiple sites.
- Before creating a new student record, you must determine if the student is already in the system.
- Choose Student Locator from the Student menu, and do a search by name, date of birth or SSN. If you are unsure of the spelling, check the Search for Similar Sounding Names box and the program will return various spellings. (e.g. Gardner, Gardiner, Gardener).

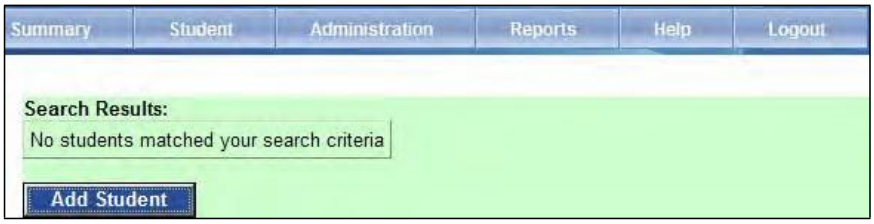
If the student record you are searching for is displayed:

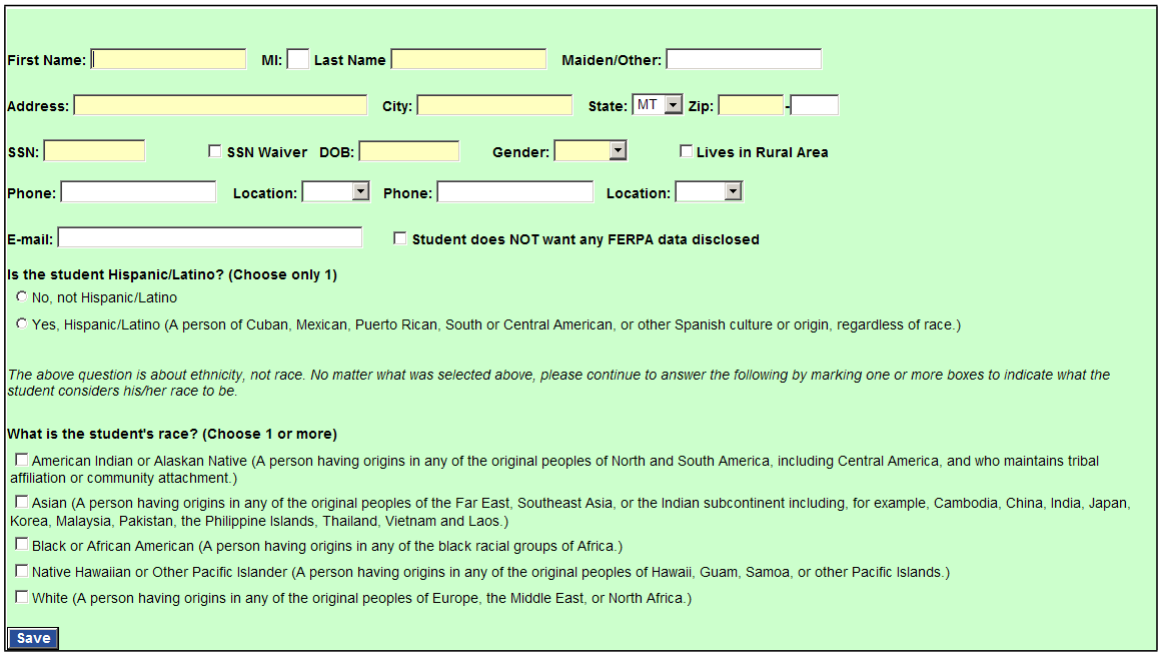
- Click Enroll next to the name to create an enrollment record for the student at your site.
    - Once the enrollment record is created, you will have access to the student's entire record.



***Note that you can see in which other sites the student is currently enrolled.

If the student record is not found: click on Add Student.

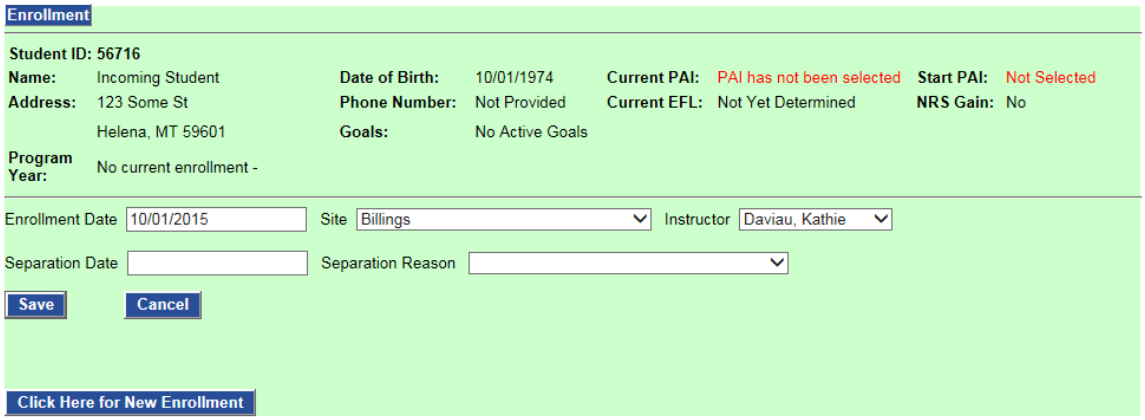



First Name:
MI:
Last Name
Maiden/Other:
Address:
City:
State: MT
Zip:
SSN:
SSN Waiver
DOB:
Gender:
Lives in Rural Area
Phone:
Location:
Phone:
Location:
E-mail:
Student does NOT want any FERPA data disclosed
Is the student Hispanic/Latino? (Choose only 1)
No, not Hispanic/Latino
Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
The above question is about ethnicity, not race. No matter what was selected above, please continue to answer the following by marking one or more boxes to indicate what the student considers his/her race to be.
What is the student's race? (Choose 1 or more)
American Indian or Alaskan Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)
Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam and Laos.)
Black or African American (A person having origins in any of the black racial groups of Africa.)
Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
Save

- Enter the student's name, address, birth date, gender and other information on the **Core Data** page.
- Yellow highlighted fields are required.
- The SSN waiver checkbox is important. If a student is in any of the cohort groups, we need a signed waiver before we can do data matching to determine measure completion.
- Students who last attended prior to July 1, 2010 will need to answer the two-part race/ethnicity question.
- Click Save.
- This will create a record for the student, but will not enroll him in your site.

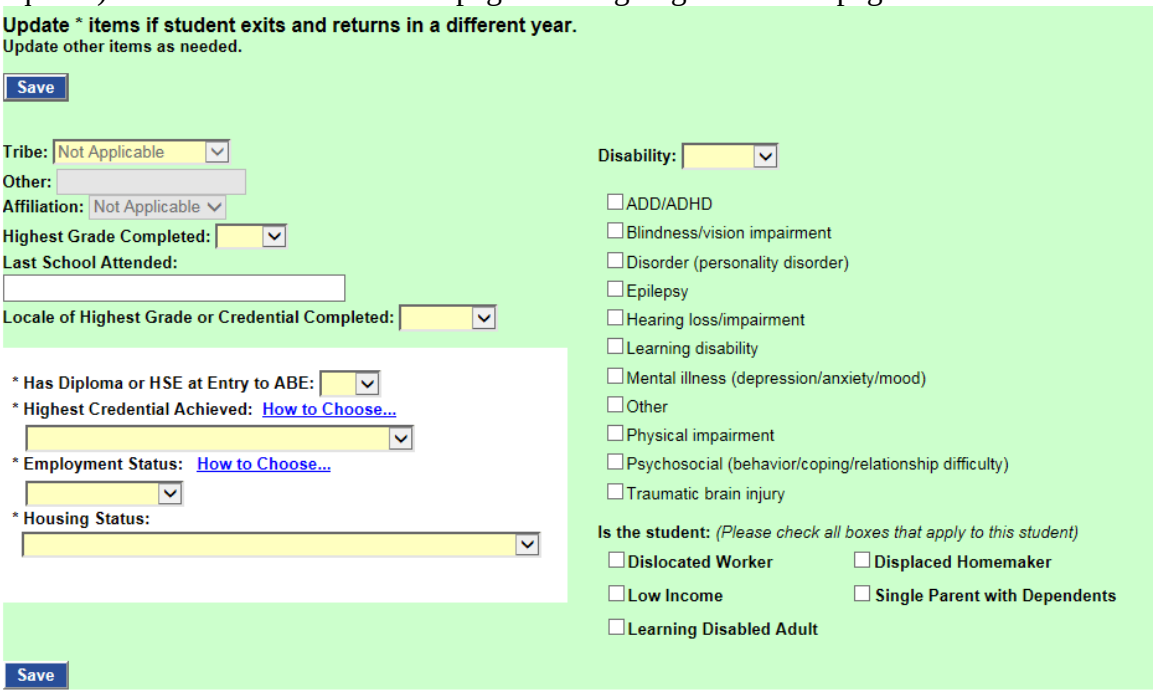
Enrollment
Student ID: 56716
Name: Incoming Student
Address: 123 Some St
Helena, MT 59601
Program Year: No current enrollment -
Date of Birth: 10/01/1974
Phone Number: Not Provided
Goals: No Active Goals
Current PAI: PAI has not been selected
Current EFL: Not Yet Determined
Start PAI: Not Selected
NRS Gain: No
Click Here for New Enrollment

- You need to create an enrollment record for the student at your site.
- Choose Click Here for New Enrollment



- Select site name and primary instructor if applicable.
- Click Save.

As you save each page, MABLE will go to the next page. Fill in Contact and Demographics information on the appropriate pages, making sure you enter data into all yellow (required) fields. Click Save on each page before going to the next page.



CHANGES AS OF JULY 1, 2012:

Has diploma at entry to ABE – This is self-reported information. Students who answer yes to this question will be included in the cohort for Enter Post Secondary Education or Training. Include students who have a HSE at entry to ABE, but do NOT go back and update this if the student earns a HSE while enrolled. For students who earn their HSE while enrolled, Mable will track that information and include those students in the cohort.

Highest Credential Achieved – The NRS wants to track the education that students have achieved prior to entering an ABE program. Students may have achieved more than one item on the list; choose the highest educational achievement the student reports. Do not update this answer if the student makes further achievements while enrolled. We are only reporting on achievements made prior to enrollment.

Locale of Highest Grade or Credential Completed – Choose from U.S. or Non-U.S.

Optional Student Status Measures

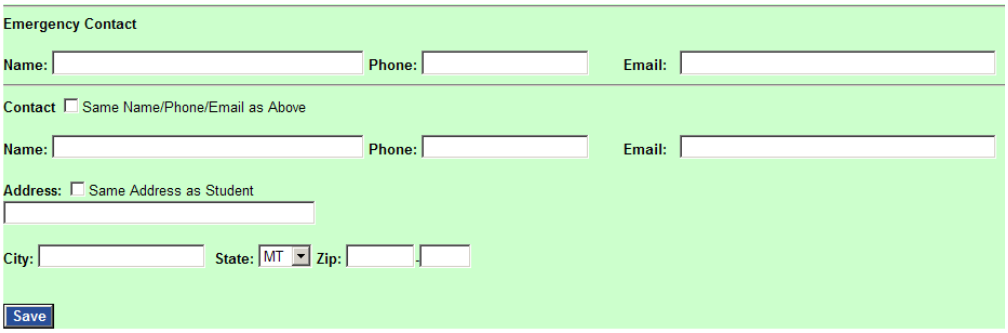
The following five optional student status measures target special populations identified under WIA. Information should be obtained through observation, learner self-report, or appropriate documentation on whether any status applies to learners.

Dislocated Worker, Displaced Homemaker, Low Income, Single Parent with Dependents – This information is reported on Table 6. The following definitions are from the NRS Guidelines:

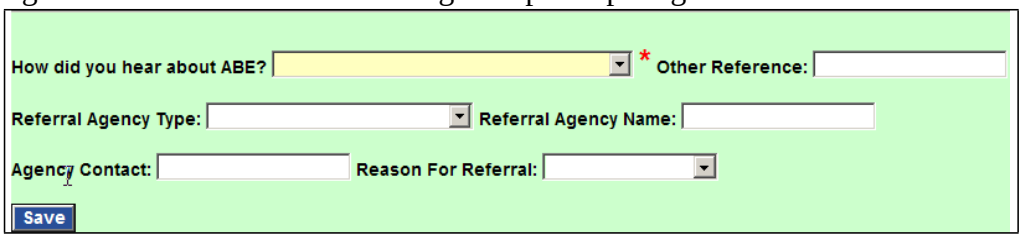
> **Low-Income** - The learner receives or is a member of a family who receives a total family income in the 6 months prior to enrollment of 70 percent of the income level standard for a family of that size, or the learner is receiving or is a member of a family who is receiving cash assistance payments from Federal or State agencies or food stamps, or the learner can be designated as homeless under the McKinney Act.
>
> **Displaced Homemaker** - Learner has been providing unpaid services to family members in the home, has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and experiencing difficulty obtaining or upgrading employment.
> **Single Parent With Dependents** - Learner has sole custodial support of one or more dependent children.
>
> **Dislocated Worker** - An individual who receives an individual notice of pending or actual layoff from a job, or an individual who receives a publicly announced notice of pending or actual layoff
>
> **Learning Disabled Adult** – Learner with an IQ in the low-average and above level (70+ to any level) who has deficits (related to neurological impairments) in capacity in defined limited learning areas; this can include dyslexia (reading disability), dysgraphia (writing disability), and dyscalculia (math disability). The learner also has a history of previous educational efforts.

Employment status may be updated once each program year.

The **Contact Info** page has space for an emergency contact as well as a regular contact who will always know how to locate the student. That is frequently the same person, so Mable allows you to just check the Same boxes instead of typing the data twice.


Emergency Contact
Name:
Phone:
Email:
Contact
Same Name/Phone/Email as Above
Name:
Phone:
Email:
Address:
Same Address as Student
City:
State:
MT
Zip:
Save

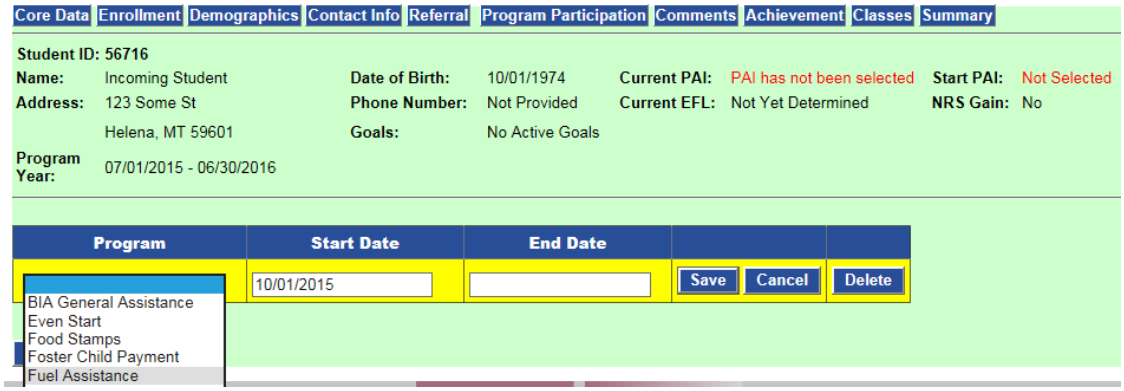
The **Referral** page allows sites to track information regarding community partners and other programs in which their students might be participating.



Reasons for Referral include *Assessment Only* and *Enrollment in ABE*. Students who have come to your site for Assessment Only can be entered into MABLE but will not be included on any ABE or NRS reports.

If a student comes for Assessment Only and returns later to enroll in the program, change his reason for referral to Enrollment in ABE.

The **Program Participation** page allows you to create a record for each federal, state or tribal program in which the student is a participant. Click Add Program and then choose a program from the dropdown list. The student might be participating in more than one program; after you save one record, click on Add Program to select the next program in which the student is participating.



The **Achievement** page is for displaying the student's Assessment, HSE and Goal completion results. This page will be blank until the student has taken posttests, taken at least one HSE test, or set a goal. If the student has signed an SSN waiver, you will be able to click the Update button on this page to see his latest HSE results. If the SSN waiver box is not checked on the Core Data page, the Update button will not be visible for that student.

Student Achievement:

Assessment Results:

No post-tests have been completed by this student

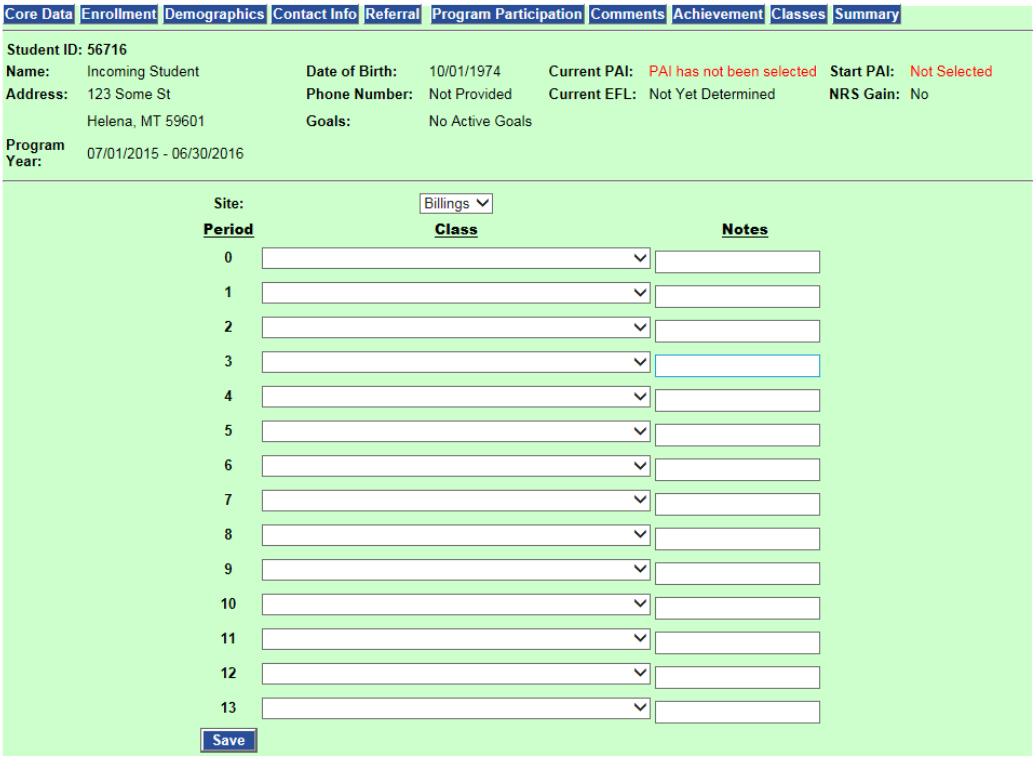
HSE Results: Update

No HSE tests have been taken by this student

Goal Progress:

Program Year	Description	Goal Status
2016	Retain employment	Not Completed
2016	Improve english language skills	Not Completed

The **Classes** page is optional for sites to use as they find it useful. There is no reporting based on the student schedule that is entered here.



Core Data | Enrollment | Demographics | Contact Info | Referral | Program Participation | Comments | Achievement | Classes | Summary

Student ID: 56716
Name: Incoming Student **Date of Birth:** 10/01/1974 **Current PAI:** PAI has not been selected **Start PAI:** Not Selected
Address: 123 Some St **Phone Number:** Not Provided **Current EFL:** Not Yet Determined **NRS Gain:** No
Helena, MT 59601 **Goals:** No Active Goals
Program Year: 07/01/2015 - 06/30/2016

Site: Billings

Period	Class	Notes
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Save

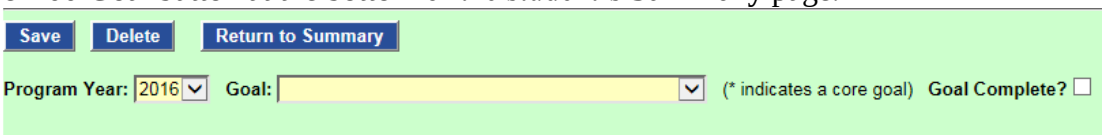
This page is useful if you would like to enter your attendance by Instructor. If you assign the student to classes on this page, and assign each of your classes to an instructor, you can use the Attendance by Instructor option described below.

The **Summary** page is where you can enter and view the student's attendance record, assessment history and goals. This is the only place for entering assessment or goals. Depending on how you do attendance at your site, you can enter student attendance from this page, or use one of the options listed under the Student menu. See instructions below for details on entering student data.

Core Data Enrollment Demographics Contact Info Referral Program Participation Comments Achievement Classes Summary
Student ID: 56716
Name: Incoming Student
Address: 123 Some St
Helena, MT 59601
Date of Birth: 10/01/1974
Phone Number: Not Provided
Goals: No Active Goals
Current PAI: PAI has not been selected
Current EFL: Not Yet Determined
Start PAI: Not Selected
NRS Gain: No
Program Year: 07/01/2015 - 06/30/2016
ESL students need an ESL pretest.
TABE students require Locators and Pretests for the new Program Year. The following are the missing locators: Language Math Reading
Primary Area of Instruction: -select one- Save
Total hours this Program Year: 0
Attendance: Add Attendance View Attendance Report: PDF Excel
No attendance records have been entered for this student
Assessment: Add Assessment Assessments & PAI List
No asessments have been entered for this student
indicates that the assessment was non-standard and an explanation has been provided.
Goals: Add Goal
No goals have been entered for this student

Entering Goals

Click the Add Goal button at the bottom of the student's **Summary** page.



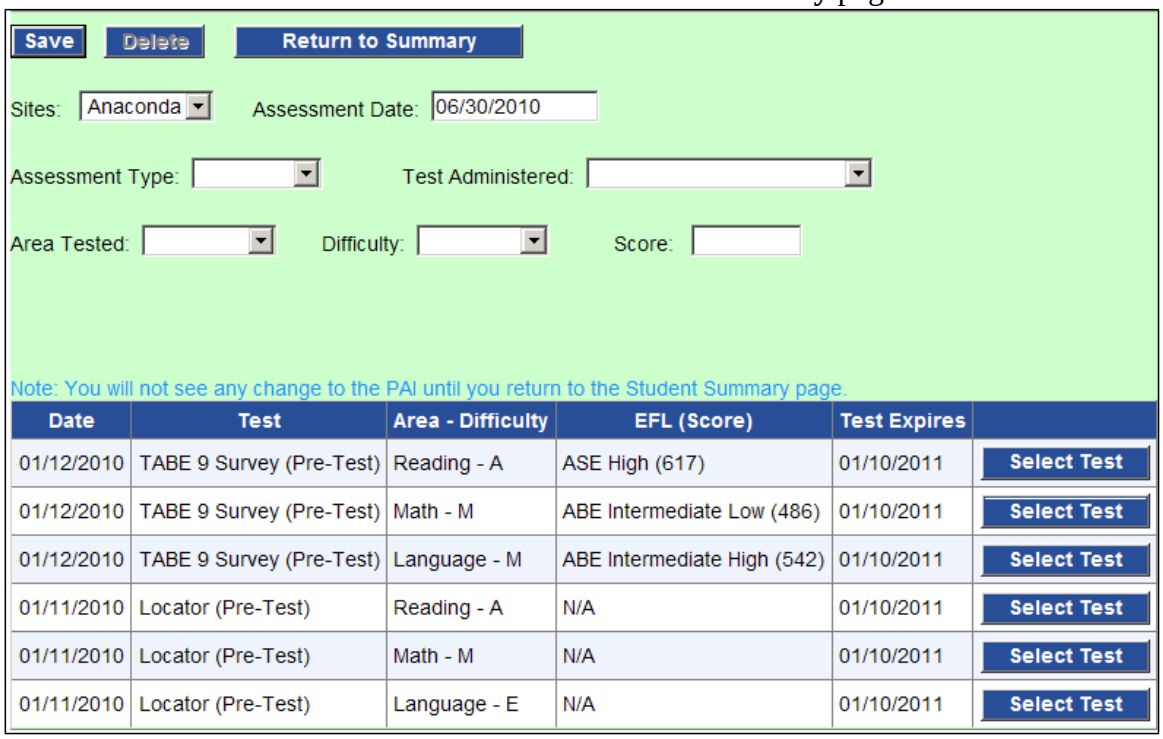
- Choose the program year when the student hopes to achieve the goal. This defaults to the current year until June when it defaults to the upcoming year.
- Pick a goal from the dropdown list
- Save the record
  Current student goals will be displayed at the top of the student record right under Primary Area of Instruction

If the chosen goal is one of the core goals, MABLE will mark the goal as complete at the end of the program year by using Data Match. For secondary goals, you will need to click on the Edit button next to the goal on the Summary page. That will take you back to this page where you can select the goal and mark it complete. There are no reports generated for secondary goal completion.
***If a student has selected a core goal, he/she must have signed a waiver in order for the OPI to do data matching. Indicate whether the waiver has been signed on the **Core Data** page.
Starting with the 2012-2013 program year, the OPI will no longer be reporting to the NRS about students who have completed self-selected core goals. The NRS has created new criteria for which students we must report for completion of the core measures. *However, goal setting is still an important part of the intake process and helps guide student instruction.*

Entering Assessment

Students should be assessed within 12 hours of enrolling in a program. Assessment data must be entered into MABLE within 30 days of the test date.

Click the Add Assessment button on the student's **Summary** page.



Date	Test	Area - Difficulty	EFL (Score)	Test Expires	
01/12/2010	TABE 9 Survey (Pre-Test)	Reading - A	ASE High (617)	01/10/2011	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Math - M	ABE Intermediate Low (486)	01/10/2011	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Language - M	ABE Intermediate High (542)	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Reading - A	N/A	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Math - M	N/A	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Language - E	N/A	01/10/2011	Select Test

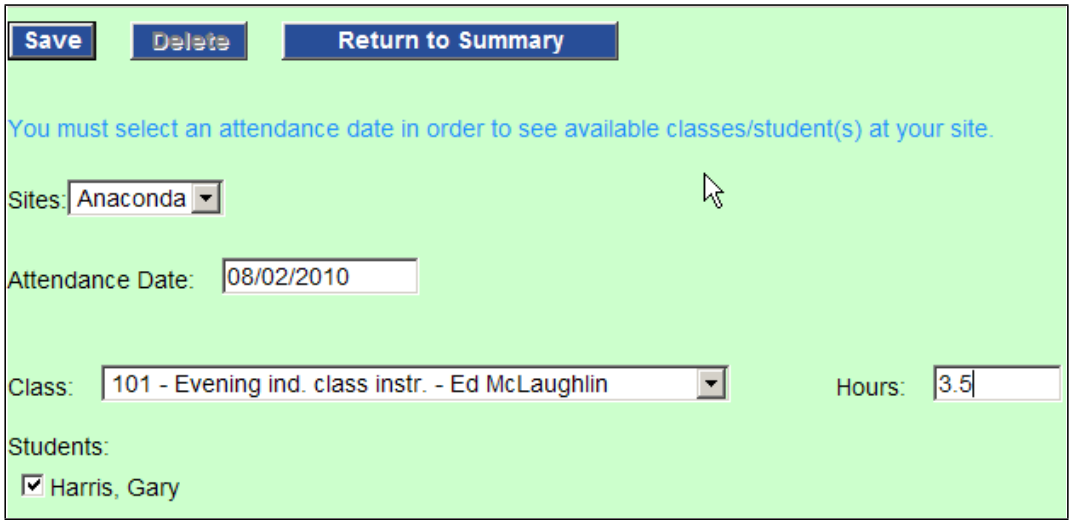
- Choose your site
- Choose the test date
- Select either Pre-Test or Post-Test
- Select the test administered: BEST Plus, Locator TABE 9 or TABE 10
- Select Area tested – for TABE only
- Select Difficulty – note, TABE test difficulty must be the same or one level higher than the Locator level
- Enter the Score – Locators have no scores
- Click Save
- You will get a message confirming the assessment was saved, or a message explaining why the assessment didn't meet validation criteria.
    - In some cases you will be able to enter an explanation for not meeting the validation criteria and then save the test.
    - In other cases, you will not be able to save the test score as entered.
    - Review the policy and make sure your data entry was correct.
- You can enter another assessment, or return to the student's Summary page

Entering Attendance

MABLE attendance entry screens were designed to accommodate the various methods that sites use to collect attendance. MABLE will not allow entry of attendance dates more than 30 days old, so you must keep your data entry current.

Individual Student attendance entry

If you collect attendance by individual student, you may want to enter each student's attendance from the individual student summary page.
Click Add Attendance


Save
Delete
Return to Summary
You must select an attendance date in order to see available classes/student(s) at your site.
Sites: Anaconda
Attendance Date: 08/02/2010
Class: 101 - Evening ind. class instr. - Ed McLaughlin
Hours: 3.5
Students:
Harris, Gary

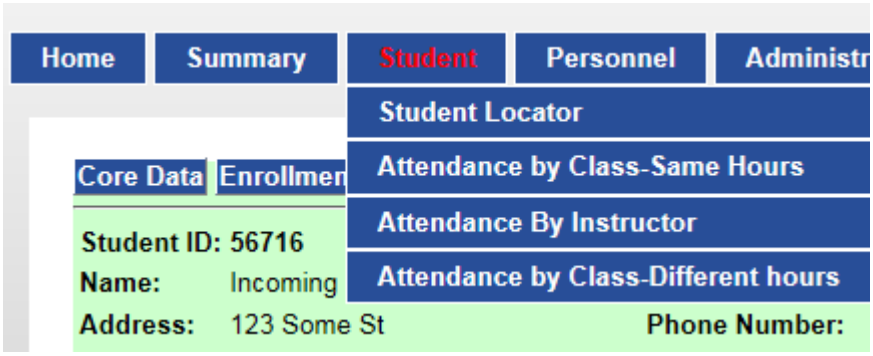
- Select a site
- Select a date
- Select a class
- Once you have made those selections, the student's name should appear in

the Students list. MABLE confirms that he was enrolled in the selected site on the selected date and that the class was a valid class on that date.

- Enter his hours of attendance and Save
- You can enter another attendance record or Return to the student's Summary page

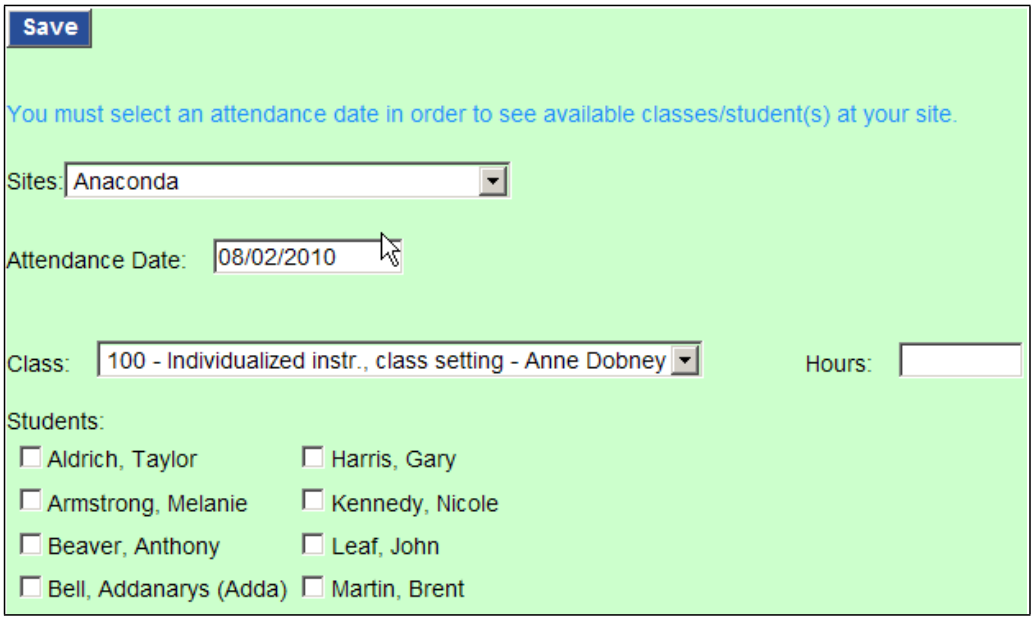
Group Attendance Entry

If you collect attendance by class or by day, you might prefer to enter attendance using one of the choices from the Student menu. This can be a time-saver over entering attendance individually by student.



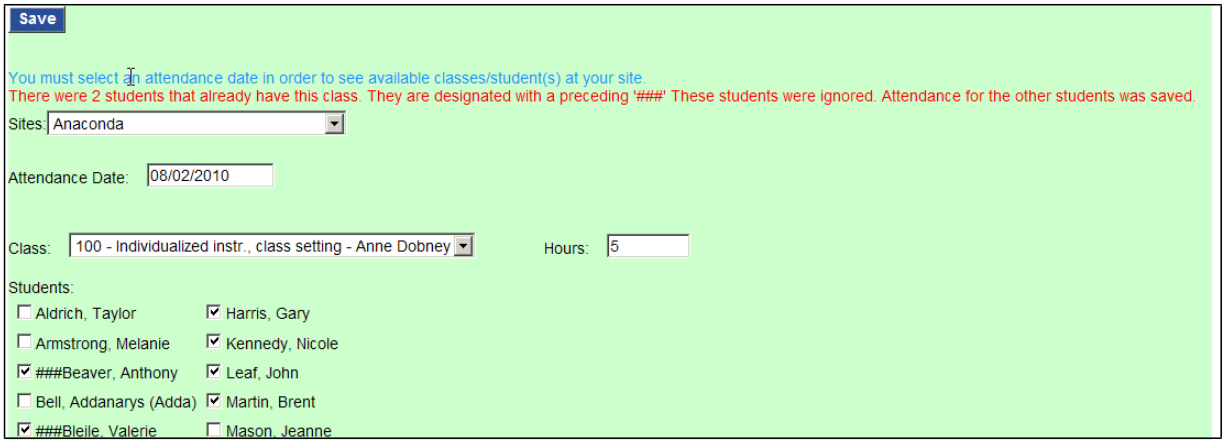
Attendance by Class – Same Hours

If you have a class that many students attend for the same period of time, you can enter all their attendance at once.



- Select your site name and a date
  - The names of all students who were enrolled at that site on that date will populate the page in alphabetical order.
- Select the class name – notice that the instructor name is included for your convenience.
- Enter the number of hours for the class
- Check the box in front of each student who was in attendance on that day.
- Click Save
- If this is a duplicate class or one or more students, all records except the duplicates will be saved. The duplicates will marked with ### so you can check your records for those names.

.


Save
You must select an attendance date in order to see available classes/student(s) at your site.
There were 2 students that already have this class. They are designated with a preceding '###' These students were ignored. Attendance for the other students was saved.
Sites: Anaconda
Attendance Date: 08/02/2010
Class: 100 - Individualized instr., class setting - Anne Dobney
Hours: 5
Students:
Aldrich, Taylor
Armstrong, Melanie
###Beaver, Anthony
Bell, Addanarys (Adda)
###Bleile, Valerie
Harris, Gary
Kennedy, Nicole
Leaf, John
Martin, Brent
Mason, Jeanne

Attendance by Instructor

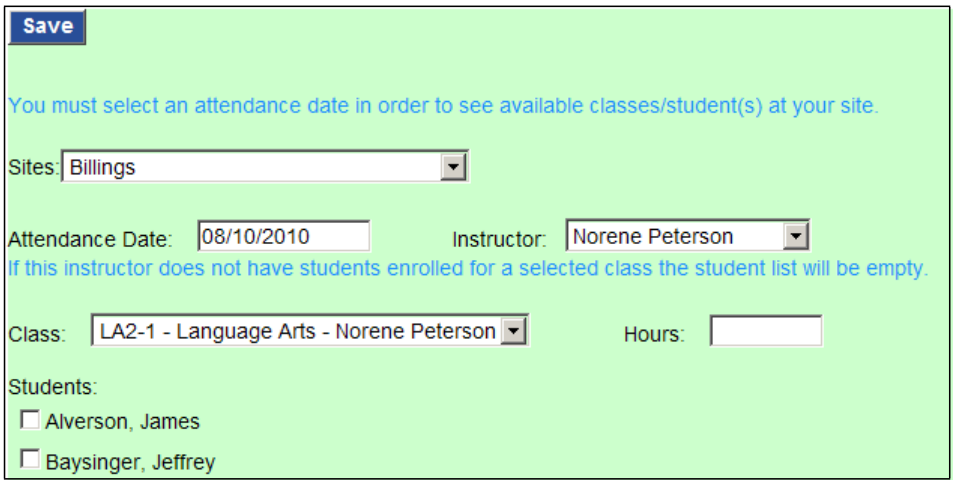
This method is useful for large sites. The primary purpose is to filter the list of active students to just those students taking a particular class. Otherwise, the screen would contain hundreds of names and the task of data entry would be more tedious. If Instructors are entering their own attendance, this makes the task quicker and easier.

Before choosing this option:

1. In order to use this option, you must have assigned instructors to each of your classes, and assigned classes to each of your students.
   - Choose Administration>Class Maintenance.
   - Click the Edit button next to a class.
   - Check the box in front of the Instructor who teaches this class (see explanation in Class Maintenance section)
   - Click Save
2. For each student, you must go to the **Class** page and select all the classes he will attend. Classes do not have to be listed in any particular order on this page.

To enter attendance:

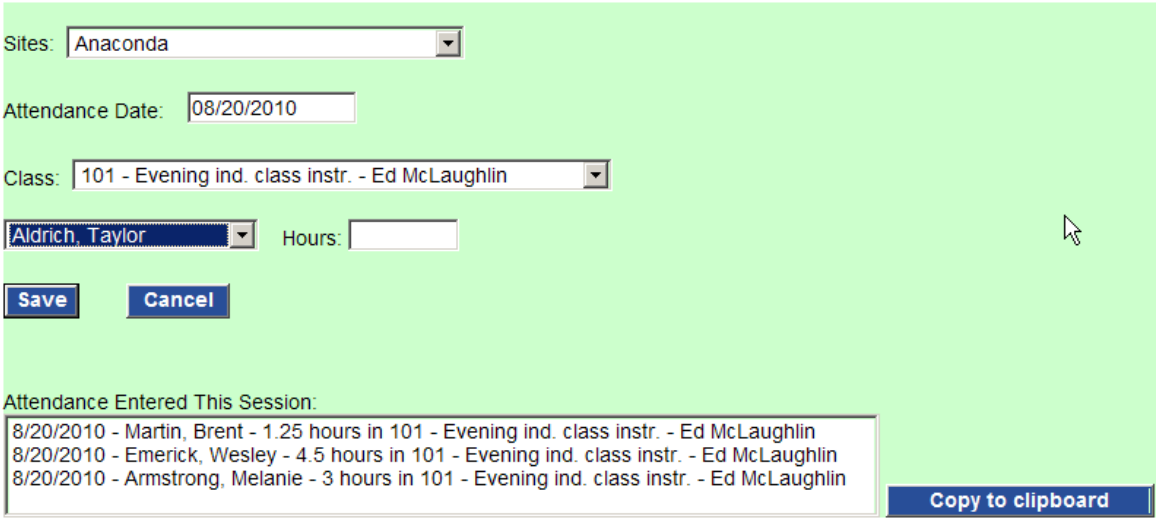
- choose Student>Attendance by Instructor
- Choose a site name
- Choose an instructor name
- Choose a date
- The class list will populate with all classes to which that instructor has been assigned
- Choose a class
- The Students: list will populate with all students assigned to that class
- Enter the number of hours of class
- Check the box in front of each student name who was in attendance on the given day
- Click Save


Save
You must select an attendance date in order to see available classes/student(s) at your site.
Sites: Billings
Attendance Date: 08/10/2010
Instructor: Norene Peterson
If this instructor does not have students enrolled for a selected class the student list will be empty.
Class: LA2-1 - Language Arts - Norene Peterson
Hours:
Students:
Alverson, James
Baysinger, Jeffrey

- MABLE will not allow you to save duplicate attendance records for a student. If a student you have selected already has attendance in that class on that day, that student's name will be marked with ### and not saved. The rest of the selected student records will be saved.

Attendance by Class – Different Hours

This method is useful if students come and go throughout the day, signing in and out on a class sheet. Each student who attended that day can have a different number of hours, but you can still enter all the attendance at once.


Sites: Anaconda
Attendance Date: 08/20/2010
Class: 101 - Evening ind. class instr. - Ed McLaughlin
Aldrich, Taylor
Hours:
Save
Cancel
Attendance Entered This Session:
8/20/2010 - Martin, Brent - 1.25 hours in 101 - Evening ind. class instr. - Ed McLaughlin
8/20/2010 - Emerick, Wesley - 4.5 hours in 101 - Evening ind. class instr. - Ed McLaughlin
8/20/2010 - Armstrong, Melanie - 3 hours in 101 - Evening ind. class instr. - Ed McLaughlin
Copy to clipboard

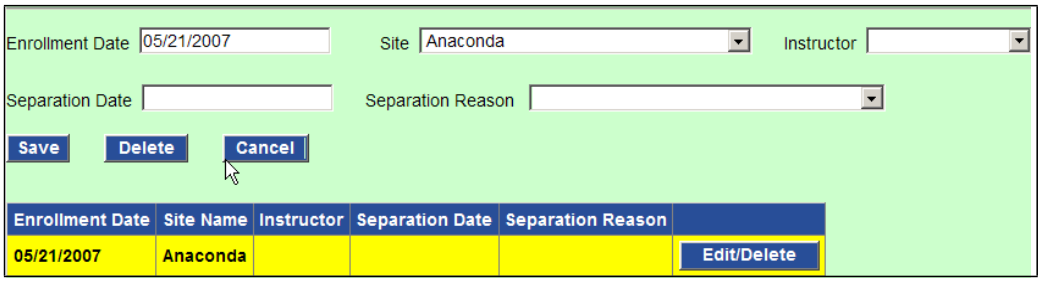
- Choose your site name
- Choose the attendance date
- Choose a class from the Class dropdown
- Choose the name of a student from the list of active students at your site (if you start typing the last name, the name will auto-fill)
- Enter the number of hours that student attended that class on that date
- Click Save
- The record you just saved will be displayed in the box at the bottom. This helps you keep track of what you have done so far in this session, in case of interruption.
    - You cannot print this list from this page.
    - You can copy the list to a clipboard and paste it into another document if you like.
    - Once you leave this screen, this list will not save, but the attendance records have been saved for each student.

Separating Students

When a student is ready to leave the program, edit his enrollment record for your site to include his separation date and the reason for separating, if you know it. Once you separate a student, you will still be able to view his record until October of the following program year. You will not be able to edit his record unless you remove the separation date.

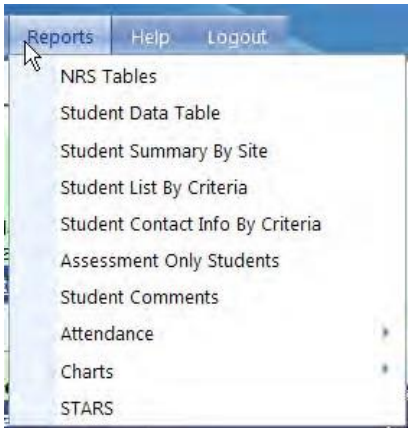
OPI will separate students with no activity in 90 days weekly. Students will be separated the day after their last date of last activity. If they have had no activity for more than 90 days.

To add a separation date, go to the student's current enrollment record and click Edit/Delete.



- The record you are editing will be highlighted in yellow at the bottom of the page.
- In the white fields, choose his separation date and reason for separation if you know it.
- Click Save.

Reports Menu



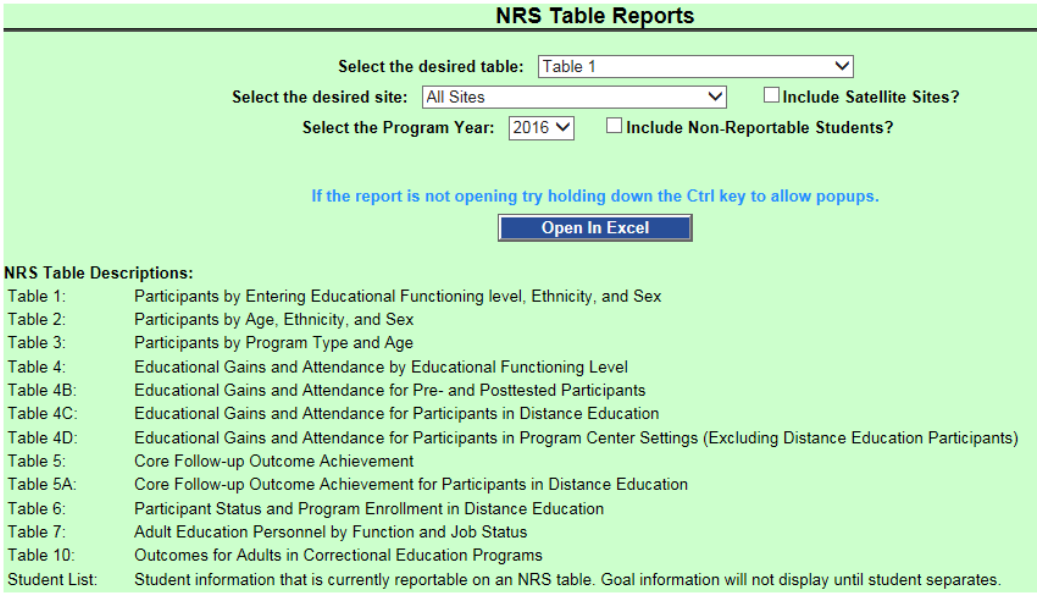
Following is a description of the menu choices and information about selecting each report. Most of the reports are available in Excel format. That means you can save the report to your computer and do whatever sorting, filtering and organizing of the data that you like. Remember that once you save the report to your computer, it is no longer

current data. The default report name includes the date, so you will have a reference for when the report was created.

NRS tables

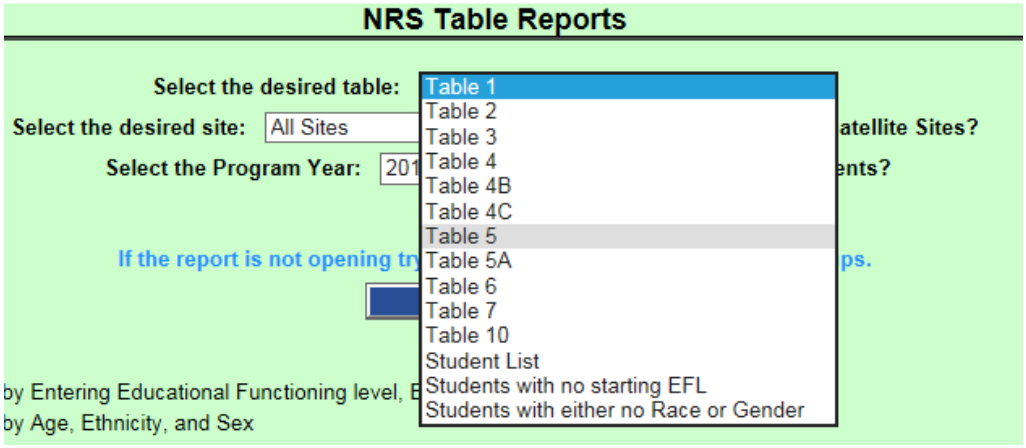
These reports contain the data that will be rolled up to the state and reported to the feds in December.

When you select NRS Tables you will get this screen, which gives you descriptions of each of the NRS Tables, and allows you to select which table you would like to view. You can elect to see a report that includes all of your satellites, or you can view each site's data separately. You can view counts of just those students who will be reported to the NRS, or you can view all of your student results.


NRS Table Reports
Select the desired table: Table 1
Select the desired site: All Sites
Include Satellite Sites?
Select the Program Year: 2016
Include Non-Reportable Students?
If the report is not opening try holding down the Ctrl key to allow popups.
Open In Excel
NRS Table Descriptions:
Table 1: Participants by Entering Educational Functioning level, Ethnicity, and Sex
Table 2: Participants by Age, Ethnicity, and Sex
Table 3: Participants by Program Type and Age
Table 4: Educational Gains and Attendance by Educational Functioning Level
Table 4B: Educational Gains and Attendance for Pre- and Posttested Participants
Table 4C: Educational Gains and Attendance for Participants in Distance Education
Table 4D: Educational Gains and Attendance for Participants in Program Center Settings (Excluding Distance Education Participants)
Table 5: Core Follow-up Outcome Achievement
Table 5A: Core Follow-up Outcome Achievement for Participants in Distance Education
Table 6: Participant Status and Program Enrollment in Distance Education
Table 7: Adult Education Personnel by Function and Job Status
Table 10: Outcomes for Adults in Correctional Education Programs
Student List: Student information that is currently reportable on an NRS table. Goal information will not display until student separates.

If you run your satellite reports separately and then compare the totals to a report that includes all satellites, the numbers might not match. A student might be counted once on each of several satellites, but only once on the complete report. Also, students who have fewer than 12 hours at any one satellite won't show on that report, but they will show on the complete report if their hours across all satellites add up to 12.

Also included on the list of NRS Tables are some reports that will help you ensure your data is complete before final reporting.



The Student List shows all students who will be counted for the selected year. This spreadsheet has information about each student's goals, starting EFL, goal completion and other pertinent demographic data for the NRS reporting.

Students with no starting EFL cannot be counted for NRS reporting until that is fixed. Run this list and view each student's record to see what needs to be done to correct the situation. In some cases, you can fix it yourself and in others you may need to submit a student change request. One common error is that you forgot to select a PAI for the student after pretesting. Sometimes the student is missing a pretest or a locator. If a BEST student pretested at 541 or higher, that student must be TABE tested or Best Literacy tested.

Tables 1 and 2 count students by race and gender, so be sure to review Students with either no Race or Gender and make necessary corrections.

For further explanation about Tables 1-7, see your NRS guidelines.

Student Data Table

This report is a spreadsheet listing all students with attendance in the selected program year. It includes all the core, demographic, referral, contact info and program participation information. If you elect to view this report with enrollment and separation dates, you might get multiple records for each student, so the total student count will not be accurate. If you are looking for an unduplicated count of students, you might be better selecting the Student List under the NRS Tables and choose to include non-reportable students.

Student Summary by Site
This report provides a list of students, core data, enrollment dates, goals, current EFL and contact information. There is a directory on the left side of the page that you can click to move to a selected student record.

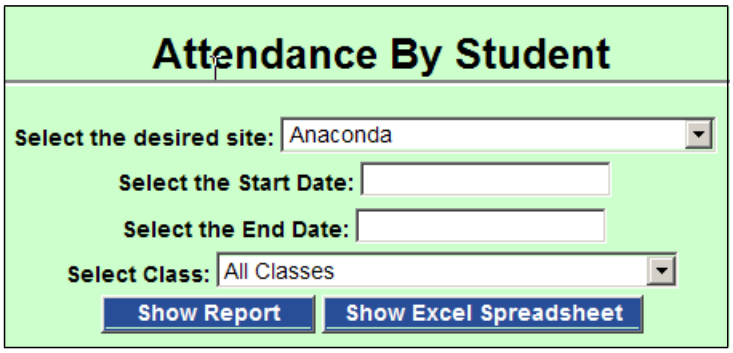
Student List by Criteria
This report allows you to create a report based on criteria that you select. Be aware that depending on the criteria you choose, the report might not return the data you are expecting.

Student Contact Info by Criteria
This is another report that you can customize with the same caveat as the prior report. The data that is returned for each student includes contact information, last date of attendance and number of contact hours.

Assessment Only Students
This report shows the students whose reason for referral is Assessment Only, and the dates and types of assessments they have taken.

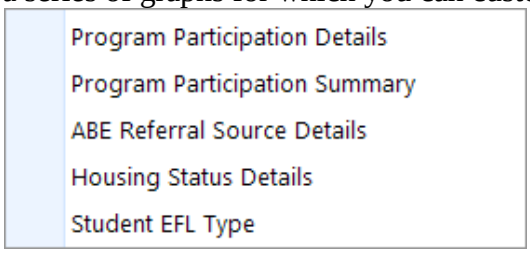
Student Comments
This is an alphabetical listing of students and comments added to their records during specified time periods. You can choose to view the report for a specific program year or narrow the list of comments to those entered between specified dates.

Attendance – by class or by student
Both of these report options provide the same selection criteria. Choose specific dates or classes to view. The report by class will be sorted by class with all students who attended during the chosen dates listed along with contact hours.
The report by student will list students alphabetically along with the classes, dates and hours of attendance during the chosen date range.



.

Charts
This is a series of graphs for which you can customize some of the criteria.



STARS
This selection creates the export file necessary for use with the STARS reporting system created by the Billings program. You can only use this program if you track student schedules on the Classes tab. For more information about using this data, contact the Billings program directly.

APPENDIX – MABLE BUSINESS RULES

Program Year (July 1-June 30) Explanation

Definition:

- **Carry-over students:** Students who enroll April 1 to June 30.

MABLE:

Program Year Startup

- MABLE will **reset** student hours, **reset** assessments, and **open** PAI's on July 1 for all students.
- MABLE will allow a **new PAI** to be assigned every program year based on the pretest. (The PAI could be the same as the previous program year.)

Pretest

- All new and continuing students will take a **locator & pretest** when they register or re-enroll.
  - **Exception: Carry over students** who **did not** make a gain or **did not posttest** will carry over all three pretests from April-June.
  - Locator and pretests at the beginning of a new program year are considered new tests; test center staff will determine forms for pretests.
  - MABLE will identify **invalid TABE scores** (wrong form or outside the approved testing times) for both pretest and posttest.

Posttest

- MABLE will indicate when a student is **eligible to posttest**.
- MABLE will **identify the TABE form(s) for posttests**. Students who need to be post tested more than once in a program year to demonstrate a gain may not use the same TABE form within the last 6 months/or after 120 hours of instruction for each student.

  NOTE: Students enrolling earlier in a program year will have more chances to posttest and achieve a gain versus students enrolling later in a program year.

Exit

- MABLE will **automatically exit** students with no instructional activity for 90 days.

Reenroll

- MABLE will continue a student's hours, assessments, and PAI if a student enrolls, is exited, and re-enrolls in the same program year. (A new pretest is not needed on the second enrollment during the **same** program year).